



**DEPARTMENT OF THE NAVY**  
NAVY ENVIRONMENTAL HEALTH CENTER  
2510 WALMER AVENUE  
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 5355.1B  
CS 13 MAR 2001

NAVENVIRHLTHCEN INSTRUCTION 5355.1B

Subj: COMMAND URINALYSIS PROGRAM, POLICY AND PROCEDURES

Ref: (a) SECNAVINST 5300.28C  
(b) OPNAVINST 5350.4C  
(c) Drug Abuse Advisory 2-98 061311Z Jan 99

Encl: (1) Command Urinalysis Standard Operating Procedures (SOP)

1. Purpose. To establish procedural guidance and assign responsibilities for the Command Urinalysis Program.
2. Cancellation. NAVENVIRHLTHCENINST 5355.1A
3. Scope. This directive is applicable to all military personnel assigned to the Navy Environmental Health Center including permanent, Temporary Duty, Temporary Additional Duty, and reservists on annual duty for training or drill periods. NAVENVIRHLTHCEN field activities shall ensure their command urinalysis programs are in alignment with this instruction and references.
4. Background. References (a) and (b) set forth the policies, procedural guidance and responsibilities of the drug abuse urinalysis testing program. Drug abuse reduces military readiness and is not tolerated in the Navy. Urinalysis testing for controlled substances is the means for detecting and deterring drug abuse.
5. Responsibilities
  - a. Commanding Officer:
    - (1) Provide command oversight and guidance for the Command Urinalysis Program.
    - (2) Appoint, in writing, a Command Urinalysis Program Coordinator (UPC), as well as an Assistant Command Urinalysis Program Coordinator (AUPC).
  - b. Director for Administration (DFA):
    - (1) Ensure that the Command UPC and AUPC are appointed in writing.

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- (2) Provide administrative and management guidance to the UPC and AUPC.
- (3) Schedule drug detection dog inspections for the command at least semi-annually.

b. Navy Drug Testing Program Manager/Deputy:

- (1) Provide general administrative and management guidance to the Commanding Officer, DFA, UPC and AUPC as needed.
- (2) Ensure that the military staff members of the Navy Drug Screening Laboratories are tested as required by reference (b).

c. Command Urinalysis Program Coordinator:

- (1) Administer the Urinalysis Program per references (a) and (b), and follow the provisions set forth in enclosure (1). Maintain all records associated with drug testing, including NAVENVIRHLTHCEN results messages, as well as those from NAVENVIRHLTHCEN field activities.
- (2) As needed, report unexcused absences or failure to report of individuals notified to report for drug testing to the Executive Officer, via the DFA.
- (3) Upon receipt of a Naval urinalysis test result message with an urine sample which tested positive, report to the Executive Officer, via the DFA,.
- (4) Report to the Executive Officer, via the DFA, on a semi-annual basis, the number of staff members tested and the number of positive tests.
- (5) Coordinate and provide training for new appointees. Develop a check-list for observers to read and acknowledge prior to commencement of urinalysis testing.

d. Assistant Urinalysis Program Coordinator: Assist the UPC in administering the Urinalysis Program per references (a) and (b) and enclosure (1).

6. Testing Premise/Conditions. Urinalysis tests and authority to conduct them are addressed in references (a) and (b). This instruction provides in-house guidance for routine urinalysis situations.

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a. **Random Selection.** Random selection is made of individual service members, either from the entire unit or from any identifiable segment of the unit. An identifiable segment includes a directorate, all officers, all enlisted, or all watch-standers. To enhance the deterrent value of such testing, testing programs should be designed so that a service member's chance of selection remains constant throughout the testing period.

b. **Unit Sweep.** Urinalysis testing of an entire unit or the selection, random or otherwise, of an entire sub-unit or identifiable segment of a command is a unit sweep. Examples of a sub-unit would include: a directorate, all officers, all enlisted, all watch-standers, or all who surrender or are apprehended after an unauthorized absence. A unit or sub-unit urinalysis inspection should not be conducted as a subterfuge to search a specific service member. The following sub-units will be tested as provided below:

(1) The UPC and AUPC will be tested randomly. Under no circumstances will the urine samples of the UPC, AUPC and observers (i.e. Unit sweep) be included in the batch of which they are conducting urinalysis testing. Arrangements will be made with the UPC/AUPC of NEPMU-2 to do the urine samples of the NEHC UPC, AUPC and all observers on the same day. Make arrangements as soon as it is known that it is a unit sweep test day.

(2) All personnel who either surrender or are apprehended after an unauthorized absence of not less than 24 hours will be tested.

7. **Unit Quotas.** Each month, a minimum of 10-20% of assigned personnel will be tested per reference (b). To ensure that these quotas are met and taking into consideration, excused absences such as leave, liberty, and official travel, a minimum of 22% of the command will be randomly selected each month for urinalysis testing. Per reference (b), Commanding Officers and Officers in Charge may increase monthly urinalysis testing to 40% of personnel assigned without prior approval. Per reference (c), commands shall submit a minimum of one unit sweep per year that includes all assigned personnel and may submit up to five unit sweeps per year without prior approval.

8. **Standard Operating Procedures.** Guidelines for daily operation of the Command Urinalysis Program are outlined in enclosure (1).



D. M. SACK

Distribution: (NAVENVIRHLTHCEN 5215.2P)

- List I (Deputies and Directors)
- II (Staff Officer Personnel)
- III (Staff Enlisted)
- VII (NAVDISVECOLCONCENs)
- VIII (NAVENVIRHLTHCEN DET)
- IX (NAVDRUGLABs)

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## COMMAND URINALYSIS STANDARD OPERATING PROCEDURES

- Ref: (a) SECNAVINST 5300.2C  
(b) OPNAVINST 5350.4C  
(c) DoDINST 1010.16  
(d) NAVPERS Urinalysis Program Coordinator Handbook  
(e) NAVENVIRHLTHCENINST 5355.1B

Attachment A: Specimen Custody Document-DD-2624 Form from DoDINST 1010.16

1. Purpose. To publish policies and procedures concerning the command's Drug Detection and Deterrence Program and to provide guidelines for implementation of policies as outlined by references (a) through (e).

2. Cancellation. This document will be reviewed and updated as required to incorporate any necessary changes that may apply. This edition cancels the 25 February 2000 version.

3. Discussion

a. The Command Urinalysis Program Coordinator (UPC), a special assistant to the Commanding Officer, NAVENVIRHLTHCEN, is administratively responsible to the Director for Administration (DFA) for implementing the urinalysis collection portion of the command's Drug Detection and Deterrence Program as outlined in reference (e).

b. Command Urinalysis Program Coordinator.

(1) Act as special assistant and advisor to the Commanding Officer, NAVENVIRHLTHCEN on all matters relating to urinalysis testing, testing methodology, collection, and transportation of samples to the Navy Drug Screening Laboratory (NDSL), Jacksonville.

(2) Administer the command's Urinalysis Drug Detection and Deterrence Program.

(3) Be familiar with all Navy and Department of Defense policies, procedures, directives, and instructions pertaining to the Urinalysis Drug Detection and Deterrence Program.

(4) Maintain local records of testing and test results, including the personnel database for the Navy Drug Screening Program (NDSP) software. In addition, maintain test results from the NAVENVIRHLTHCEN's field activities.

(5) Conduct required training for all newly appointed UPCs, Assistant Urinalysis Program Coordinators (AUPC), and Observers.

Enclosure (1)

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(6) Produce evidence and documentation as directed for use at nonjudicial punishment or courts-martial proceedings.

4. Urinalysis Testing. Each urinalysis should be conducted with the understanding that a positive sample could result in administrative or disciplinary action-potentially a career-ending event. Collection procedures have been designed to avoid legal problems in the event of a positive test result. At courts-martial, the trial counsel must establish that the positive sample originated from the accused individual. During the proceedings, the command's urinalysis collection procedures will be scrutinized.

5. Command Urinalysis Random Sampling Procedures

a. At the beginning of each month, the UPC/AUPC will input the number of days available for testing and the percentage of personnel to be tested into the NDSP software.

b. The UPC or AUPC will check the program each day to see if that day has been selected for testing. If that day was chosen, the NDSP software will provide the personnel list for those individuals to be tested. The UPC/AUPC will notify all individuals who have been selected for testing by 0800 via e-mail or in person. All selected individuals will report to the UPC/AUPC as soon as possible that morning.

c. Staff members report for urinalysis testing:

(1) Present military identification card to UPC/AUPC.

(2) Select a urine collection bottle and inspect the interior, ensuring that it is empty (female staff members may use a wide mouth collection cup).

(3) Proceed to the respective head with the urine collection bottle, and an observer of the same sex.

(4) Fill the urine collection bottle or collection cup with a minimum of 30 mL of urine under direct observation. Males-replace the cap on the collection bottle. Females-transfer the urine from the collection cup to the bottle and replace the cap.

(5) Keep the urine collection bottle within the observer's sight at all times. Immediately return to the UPC/AUPC's area, accompanied by the observer. Return the bottle to the UPC/AUPC.

(6) The UPC/AUPC will ask the individual if the urine sample provided is in fact his/her urine. The UPC/AUPC must ensure that the temperature and color of the urine are consistent with that of normal urine.

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(7) Place the computer generated label on the bottle. Enter the date of collection, batch number, specimen number, testing premise and the individual's social security number (SSN) into the Command Urinalysis Logbook.

(8) Have the individual verify the accuracy of all information on the bottle label, the DD-2624 Specimen Custody Document (attachment A), and the logbook by both signing the logbook and initialing the bottle label. If the individual is on any medication which could possibly result in a positive urinalysis, document this by placing an entry of "see medical record" in the remarks column.

(9) The observer will then print and sign his/her name in the logbook in the appropriate space.

(10) After double-checking all entries in the logbook, the DD-2624 and the bottle label, the UPC/AUPC will initial the bottle label. The UPC/AUPC will place a gummed tamper-proof evidence tape across the top of the bottle, ensuring that both ends cover portions of the label. The individual will initial the top of this tamper tape to verify that it was placed on the bottle in the individual's presence. After retrieving his/her military identification card, the individual is allowed to leave the area.

(11) At no time will any filled/unfilled urinalysis bottle be out of the immediate control and sight of the UPC/AUPC unless it is secured in a controlled access (documented single person access) safe or other lockable storage container. Transfer of chain-of-custody to a locked container or another individual must be documented on the DD-2624.

(12) If the individual can only provide a partial sample, return the specimen bottle to the UPC/AUPC, and hold the individual in the area until at least 30 mL sample can be obtained.

**6. Packaging and Shipping Samples.** Upon completion of the urinalysis collection, the UPC/AUPC will complete the DD-2624 Specimen Custody Document (attachment A). All information on bottle labels, logbooks, and DD-2624 will be verified by at least two people, when practical, prior to packaging. The bottles will be packed in accordance with the postal regulations cited in reference (b), assuring two water-tight seals. It is recommended that individual bottle bags not be used due to excess leakage experienced during shipment. A copy of the DD-2624 must be placed in a water-proof envelope in the box. The box should be sealed with packaging tape and the name of the individual preparing the shipment should be signed and dated across the top and bottom of the tape. Attach the original copy of the DD-2624 to the outside of the box in a packing slip envelope. Wrap the box in brown paper or place the sealed box in a secondary shipping bag. Place the laboratory address on the top of the shipping container. Mail the samples to Navy Drug Screening Laboratory, Jacksonville, FL using U. S. Mail (1st class), certified mail, Federal Express, United Parcel Service or other recognized mail

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service. The address is:

Commanding Officer  
Navy Drug Screening Laboratory  
Box 113, Bldg. H-2033  
NAS Jacksonville, Florida 32212-0113

7. Drug Test Results. Urinalysis test results are sent to the command via the Naval message system. The UPC/AUPC will file all messages (including all Info messages from the NAVENVIRHLTHCEN's field activities) and retain them for two years.
8. Disposition of Positive Screening Results. Upon receipt of a message indicating a positive result, the message will be forwarded immediately to the Executive Officer, via the DFA.
9. Failure to Report for Urinalysis. Any staff member not reporting for or failing to provide a urinalysis sample is subject to administrative or disciplinary action. The UPC/AUPC will make a notification of no-shows to the individual's direct supervisor at least 2 hours prior to completion of the work-day. Upon completion of the work-day in which testing was conducted, the UPC/AUPC will provide (in writing) to the Executive Officer, the names of individuals who failed to appear or failed to provide a sample.
10. Other Information
  - a. The UPC must never act as the Observer.
  - b. The observer will not touch or handle the urine collection bottle, either empty or filled.
  - c. A urinalysis sample provider will not act as an observer for another urinalysis sample provider on the same day.
  - d. Use ballpoint ink or indelible ink to complete all forms (felt-tip ink may run or smear).
  - e. Never announce the test early. The element of surprise is essential to a successful deterrence program.
  - f. Ship samples to the laboratory for testing as soon as possible after completion of the urinalysis collection. If shipping is delayed, samples should be stored refrigerated and must be stored in a controlled access (documented single person access) storage container.
  - g. Failure to follow the above procedures may subject the UPC/AUPC, and/or observers to administrative and/or disciplinary action.

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h. Remember, every bottle of urine represents a shipmate's career-treat it accordingly.

Approved by: \_\_\_\_\_  
Director for Administration Date